

MBALI BOOYSEN

Graduate

+27 11 123 4444 ■ mbali@sample.com ■ www.linkedin.com/MbaliBooyesen
Simons Town, Cape Town, South Africa



PROFESSIONAL SUMMARY

I am a young and dynamic Bachelor of Arts in Communication Science graduate with a love for working with people. My ambition is to build a career in Public Relations. Some of my academic achievements include being the President of the Golden Key Society as well as graduating top of my class. In my downtime, I volunteer at a children's home and enjoy baking and bowling.

I am highly skilled at relationship building with different individuals across different levels. I also have exceptional writing, presenting, and interpersonal communication skills. Adept at assessing needs, generating options, and implementing solutions in collaboration with different stakeholders.

EDUCATION

UNIVERSITY OF SOUTH AFRICA ■ 2016

 **Bachelor of Arts in Communication Science**

DAMELIN ■ 2013

 **National N Diploma: Public Relations**

WYNBERG GIRLS' HIGH SCHOOL ■ 2011

 **Matric**

PROFESSIONAL TRAINING

Seminars or Workshops

- Self Mastery ■ 2018
- Communicating Across Cultures ■ 2018
- Conflict Resolution ■ 2017

ACHIEVEMENTS AND AWARDS

- Golden Key President ■ 2015
- Represented my school in Huston Texas as Head of Debate Team ■ 2015
- Hokey Team Captain ■ 2011

LANGUAGES

English	● ● ● ● ● ●
Afrikaans	● ● ● ● ● ●
Sesotho	● ● ● ● ● ●
Setswana	● ● ● ● ● ●
Zulu	● ● ● ● ● ●

ATTRIBUTES

- Articulate
- Ambitious
- Charismatic
- Cooperative
- Creative
- Determined
- Efficient
- Focused

PROFESSIONAL SKILLS

- Coordination Skills
- Conflict Resolution
- Communication
- Correspondence
- Content Management
- Negotiating
- Problem Solving
- Presentation

COMPUTER SKILLS

MS Word	● ● ● ● ● ●
MS Excel	● ● ● ● ● ●
MS PowerPoint	● ● ● ● ● ●
MS Outlook	● ● ● ● ● ●
Internet	● ● ● ● ● ●

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CAREER HISTORY

ABC CAREER SOLUTIONS, JOHANNESBURG

📅 February 2017 - Current

✂ Admin Assistant

Role Summary

- My role includes providing general administrative and clerical support including mailing, scanning, faxing and copying.
- Maintaining electronic and hard copy filing system.
- Opening, sorting and distributing incoming correspondence.
- Performing data entry and scanning documents.
- Manage calendar for the Managing Director.
- Assisting in resolving any administrative problems.
- Run company's errands.
- Assisting with customer queries.
- Preparing and modifying documents including correspondence, reports, drafts, memos and emails.
- Scheduling and coordinating meetings, appointments and travel arrangements for Managers.
- Maintaining office supplies for the department.

Achievements

- Won the CEO award for going above and beyond the call of duty.
- Nominated for the Innovation award for introducing a new system to the department which resulted in a 20% time saving.

ABC CAREER SOLUTIONS, JOHANNESBURG

📅 March 2016 – January 2017

✂ Front Office Intern

Role Summary

- Provided information such as services offered and available products to customers.
- Engaged people in conversation in order to determine their specific reasons for visiting.
- Took calls and responded to inquiries.
- Received mail, checked recipient information, and distributed it to the right people.
- Routed calls to the right people within the company.
- Scheduled meetings and conferences in sync with executives' calendars.
- Handled follow up meetings and appointments.
- Took dictation for memos and minutes and mailed out copies to the right personnel.
- Ensured that office supplies and equipment are always available and in good working order.
- Created and maintained relationships with suppliers and vendors.
- Ensured the cleanliness and maintenance of front desk areas.

Achievement

- Got offered a permanent position.

INTERESTS/HOBBIES

- Tennis
- Hockey
- Gymnastics
- Baking
- Socializing

REFERENCES

PETER SMITH

Office Manager

AMC Career Solutions

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PROF. NGUBANE

Professor

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ELITE-CV

LEADERS IN CAREER BRANDING

Tips

- If you are going to design your own CV ensure that you are consistent with your colours, structure, spacing, fonts and alignments for a more professional look.
- When writing your own CV remember to focus on your key competencies, achievements, language, tone, spelling, grammar, and to use the right keywords for ATS (Applicant Tracking Systems).

A professional CV shows that you are serious about your career.

A professional CV helps you to stand out from other candidates.

A professional CV opens many doors of opportunity.

Get professional help to make certain that you have a document that is impressive and professional. We have helped thousands of people secure jobs through impressive career branding.

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